

MINUTES
STATE BOARD FOR COMMUNITY AND JUNIOR COLLEGES
FEBRUARY 22, 2002

The regular meeting of the State Board for Community and Junior Colleges was held on Friday, February 22, 2002, at 9:00 a.m., in Room 507 of the Education and Research Center in Jackson, Mississippi.

Members present: Mrs. Sara Fox, Mr. Donald Green, Mrs. Joanna Heidel, Mrs. Veldore Heidelberg, Mr. Henry Hudspeth, Mr. David Marsh, Mr. Jimmy Murphy, Mr. George Walker, Mr. Lawrence Warren, and Mrs. Brenda Yonge.

Staff in attendance: Dr. Olon Ray, Dr. Randall Bradberry, Mrs. Becky Cade, Dr. Larry Day, Mrs. Deborah Gilbert, Mrs. Sandra Lucas, Mr. Jason Pugh, Mr. Danny Seal, Dr. Wayne Stonecypher, Dr. Evelyn Webb, and Ms. Frankie Walton-White.

Guests in attendance: Dr. Bill Smith – IHL, and Mr. William Martin – Mississippi State Department of Education.

CALL TO ORDER

Chairman George Walker called the meeting to order at 9:15 a.m., and all guests present introduced themselves.

PRELIMINARIES

Mrs. Brenda Yonge gave the invocation.

Approval of Minutes of the January 24-25, and February 7, 2002, Board Meetings

Upon a motion by Mr. Henry Hudspeth, and a second by Mr. Donald Green, the Board voted unanimously to approve the minutes of the January 24-25, and February 7, 2002, meetings.

Review and Approval of Agenda

Upon a motion by Mr. Lawrence Warren, and a second by Mrs. Joanna Heidel, the Board voted unanimously to approve the agenda as presented.

EXECUTIVE DIRECTOR'S REPORT

Dr. Olon Ray distributed a report on the Spring Semester 2002 Enrollment Data for the Mississippi Virtual Community College (MSVCC) (Exhibit A). Currently fourteen of the colleges are hosting and providing MSVCC classes with 10,815 class entries.

Dr. Ray asked that Dr. Evelyn Webb share with the Board, information pertaining to the Governor's Business and Education Achievement Awards. Dr. Webb distributed a letter from Governor Musgrove announcing the awards and inviting businesses and educational organizations in Mississippi to participate (Exhibit B). Dr. Webb and Mr. Duane Hamill, who works with the Mississippi Quality Awards Program (MQA), met with the Governor and his staff to develop the awards. The first Governor's Business and Education Achievement Awards will be presented during the MQA program in April.

SBCJC Minutes: February 22, 2002

Dr. Ray asked Mrs. Becky Cade to give the Board a report on the Creating Futures Through Technology Conference. Mrs. Cade reported that the Conference had approximately eighty-eight presenters and fifteen vendors that made presentations. She stated that this year's luncheon had the largest number of participants recorded in the history of the program. Mr. Billy Mounger, spoke to the group regarding skills educators needed to fully utilize technology and the future of high technology industry. The conference is an annual event sponsored by IHL and the SBCJC.

Dr. Ray distributed invitations to the Mississippi 2002 Phi Theta Kappa USA today All-State Academic Team Luncheon set for 11:00 a.m., March 19, 2002, at the Clarion Hotel in Jackson, Mississippi (Exhibit C). The annual event recognizes talented and committed community and junior college students from around the state.

Dr. Ray reported that the Board had received a thank you card from Mr. and Mrs. George Walker expressing appreciation for the cards and flowers they received during their recent hospital confinements.

Mr. Walker personally thanked the Board and SBCJC staff for the cards and flowers sent to him and his wife.

REPORTS/ACTION

Workforce Report

Mr. George Walker reported on meetings that he and Mr. Joe Jones, editor of the Mississippi Business Journal, held with editorial boards across the state to present budgetary needs for workforce training. Mr. Walker thanked Mrs. Becky Cade for her work in setting the schedule for the February 2002 meetings. He asked that a letter of appreciation be prepared and forwarded to Mr. Jones thanking him for his support and work. Upon a motion by Mr. Henry Hudspeth, and a second by Mrs. Sara Fox, the Board voted unanimously to send a letter to Mr. Joe Jones thanking him for his support of the community college and workforce training systems.

Mr. Walker reported on a Wall Street Journal article entitled "Community College Can Help Small Firms with Staffing" that appeared in the Tuesday, February 19, 2002, issued. It stated that two-year institutions are aiding business by training individuals in skills that are in short supply.

Mr. Walker discussed with the Board the Executive Summary produced as a result of the Governor's Summit on Higher Education. He stated that community and junior colleges are outlined as key players in the report. Dr. Ray stated that in response to the report, a Senate bill introduced to create a board comprised of representatives from universities, community and junior colleges, public schools, and legislative leadership died. However, the recommendations of the report are still being discussed.

Mr. Walker discussed with the Board the lack of workforce funding in light of tight budget times and appropriation cuts. The State Workforce Development Council is continuing to work with the Mississippi Development Authority (MDA), to find ways to tap into Federal workforce training funds.

Mr. Walker discussed the FY 2003 budget recommendation for workforce training which reflects a cut in funding from 12 million to 3.7 million dollars. SBCJC staff has estimated that 1.5 million

SBCJC Minutes: February 22, 2002

dollars will be carried over into FY 2003. That amount added to the 3.7 million dollars would only provide 5.2 million dollars in training funds available for workforce projects.

During the Thursday night work session Mr. Walker led a discussion about proposed legislation that would provide bond funds for the University of Southern Mississippi for the land acquisition and parking facilities for the Gulf Park Campus. House Bill 285 would allocate \$52,250,000 to IHL and only \$6,000,000 to the fifteen community and junior colleges, and does not appear to include the resources agreed upon for the Ayers Case settlement. The Board agreed that a letter expressing their concern over that legislation be prepared for Mr. Walker's signature and distributed to Mississippi newspapers. Mr. Walker read a draft of a letter for the Board's review. Upon a motion by Mr. Henry Hudspeth, and a second by Mrs. Joanna Heidel, the Board voted to support a letter being sent. Motion passed. (Voting Yes – Mrs. Fox, Mr. Green, Mrs. Heidel, Mrs. Heidelberg, Mr. Hudspeth, Mr. Marsh, Mr. Walker, Mr. Warren, and Mrs. Yonge. Abstaining – Mr. Murphy.). Copies of the letter will be distributed to Board members.

Executive Director Search

Mrs. Becky Cade distributed a packet of information developed by SBCJC staff, related to the search to fill the position of the SBCJC Executive Director upon Dr. Olon Ray's retirement. The packet included a letter and brochure announcing the position vacancy that upon Board approval would be mailed to educational entities in surrounding states announcing the vacancy. The brochure would direct interested individuals to contact Mrs. Cade at the SBCJC office for an application packet. After revision was made to the letter it was approved by consensus (Exhibit D).

Mrs. Cade stated that the job announcement would appear in The Clarion Ledger on Sunday, February 24, 2002, and will be posted on the SBCJC website.

It was also the consensus of the Board that individuals seeking the position should personally contact the SBCJC office to obtain an application packet. The application packet will include the following: Executive Director Position Announcement Brochure (Exhibit E), a map of Mississippi community and junior college districts (Exhibit F), a copy of the job description (Exhibit G), and an employment application (Exhibit H).

The Board then reviewed the employment application. Mrs. Joanna Heidel stated that she felt more information should be requested on the application form. Mrs. Cade stated that the application had been revised to include a request for a detailed and complete resume', official transcripts from each institution attended, and any other documentation that would permit a comprehensive evaluation of an applicant's qualifications. Mrs. Heidel suggested that the application include a request for a brief statement showing why the applicant feels that they are suited for the position and their vision for community and junior colleges. Mr. Marsh stated that he had been involved in this process in another arena recently and the request for this additional statement proved valuable in reviewing applications. Mrs. Cade left the meeting to make revisions to the application so that the Board could review the revised copy for approval.

It was the consensus of the Board that the application include a request for a personal statement as to why the applicant feels he/she is suited for this position and his/her vision for the Mississippi community college system. The personal statement should be limited to two pages.

SBCJC Minutes: February 22, 2002

Mr. Henry Hudspeth suggested that the application be amended to request the names of three personal and three professional references. After further discussion the Board decided to request three letters of recommendation (two professional and one personal) on behalf of the applicant. Upon a motion by Mrs. Joanna Heidel, and a second by Mr. Donald Green, the Board voted unanimously to amend the application to require the applicant to list three personal and three professional references and supply three letters of recommendation, two professional and one personal in nature.

Mr. Walker asked for the Search Committee's wishes pertaining to meeting prior to the next meeting to review any applications that had been received by that time. After a discussion the Search Committee agreed to meet prior to the March meeting on March 21, 2002, at 11:30 a.m.

Invitations to Visit CJC Campuses

Upon a motion by Mrs. Joanna Heidel, and a second by Mr. Henry Hudspeth, the Board voted unanimously to hold the March 22, 2002, meeting at 9:00 a.m. at Mississippi Delta Community College in Moorhead, Mississippi.

Upon a motion by Mr. Henry Hudspeth, and a second by Mrs. Brenda Yonge, the Board voted unanimously to hold the April 26, 2002, meeting at 9:00 a.m. at Mississippi Gulf Coast Community College.

Legislative Report

Dr. Wayne Stonecypher distributed a listing of House and Senate legislation that directly or indirectly affects community and junior colleges (Exhibit I). He reminded the Board that the status of these bills is updated by SBCJC staff daily and may be viewed on the SBCJC website. Dr. Stonecypher briefly discussed key bills with the Board. Mrs. Deborah Gilbert briefly discussed Senate Bill 3139 (Administrative Appropriation) and Senate Bill 3140 (Support Appropriation). A detailed breakdown of the appropriation bills is included as an attachment with the Finance Report. The total appropriation for SB 3139 is \$20,897,492 and includes the LBO recommendation, 2% increase for employees with general fund salaries beginning in January 2003, an increase for premiums for health insurance, increased federal authority for Adult Education, and special fund authority requested by the SBCJC. The budget reflects a decrease of 17.93% over FY 2002. The total appropriation for SB 3140 includes the LBO recommendation plus salary increases and health insurance increases. This reflects a decrease 11.71% reduction over the prior year's appropriation.

Program Report

Upon a motion by Mrs. Joanna Heidel, and a second by Mr. Jimmy Murphy, the Board voted unanimously to approve a request from Copiah-Lincoln Community College to add a Medical Records Option to the Business and Office Technology Program at their Wesson Campus.

Mr. Walker asked for a point of clarification pertaining to the method an applicant may use to submit letters of recommendation on their behalf. Will applicants be able to submit those document via email or facsimile? Upon a motion by Mrs. Joanna Heidel, and a second by Mr. Donald Green, the Board voted unanimously to accept only hard copies of applicants' letters of recommendation. No facsimiles or e-mails will be accepted.

EDNET Report

Dr. Evelyn Webb reported on an EDNET meeting held on February 11, 2002. The Board welcomed its new member, Mr. David Litchliter, Executive Director of the Mississippi Department of Information and Technology Services (ITS). EDNET consulted ITS as the latest Request for Proposals was being developed. Mr. Litchliter and his staff's presence in EDNET activities will be of great benefit in helping to coordinate telecommunication activities to ensure the most beneficial use of EDNET's new digital capability by helping to develop new wireless services that will compliment the state's existing fiber and wire based network.

At the meeting President Martin Mangold gave an overview of the on-going negotiations with WorldCom to effect a contract settlement. EDNET staff and Board members presented a proposal to WorldCom on Friday, February 8, 2002, and WorldCom asked for a six-week extension to respond. A response is expected by March 22, 2002.

EDNET is concerned about its financial status. EDNET's funding comes from a royalty from WorldCom based on subscriber fees. In light of the fact that WorldCom's subscriber base is continuing to decrease, royalty checks to EDNET also continue to decrease.

At the meeting EDNET voted to issue immediately a Request for Proposals to identify a new partner.

Mr. Walker distributed copies of the revised application for employment for the Executive Director's position for the Boards review and action. Upon a motion by Mrs. Sara Fox, and a second by Mrs. Joanna Heidel, the Board voted unanimously to approve the revised application after deleting the statement "incomplete applications will not be considered." (Exhibit J)

Finance Report

Upon a motion by Mrs. Sara Fox, and a second by Mrs. Veldore Heidelberg, the Board voted unanimously to approve the Budget Contingency Fund and Education Enhancement Fund Disbursements for February 2002, from funds 3295, 4080, and 4110, in the total amount of \$2,967,559.00 (Exhibit K).

Upon a motion by Mrs. Sara Fox, and a second by Mr. Donald Green, the Board voted unanimously to approve the 4th Z-I Support Budget Revision reflecting a 1.65% general fund budget cut of \$2,013,558 on February 11, 2002 (Exhibit L).

Upon a motion by Mrs. Sara Fox, and a second by Mr. Henry Hudspeth, the Board voted unanimously to approve the 7th Z-I Administration Budget Revision reflecting a 1.65% budget general fund budget cut of \$116,917 on February 11, 2002 (Exhibit M).

Upon a motion by Mrs. Sara Fox, and a second by Mr. Donald Green, the Board voted unanimously to approve the purchase Comprehensive Post-Secondary Curriculum courseware, software, audio and printed materials from Plato Learning, Inc., in the amount of \$230,000 (Exhibit N).

Upon a motion by Mrs. Sara Fox, and a second by Mr. Donald Green, the Board voted unanimously to approve a Memorandum of Agreement with the Mississippi Authority for

SBCJC Minutes: February 22, 2002

Education Television for an outsourcing arrangement for the operation of the CCN and scheduling for the CCN from February 1, 2002, through June 30, 2002, in the amount of \$34,416.65.

Upon a motion by Mrs. Sara Fox, and a second by Mr. Henry Hudspeth, the Board voted unanimously to approve the SBCJC Salary Schedule Update (Exhibit O).

Mrs. Fox presented the following reports for information only, no action was required:

Spreadsheet showing the impact of 5% General Fund Budget Cuts on the Support Formula by District (Exhibit P).

Financial Statements for Funds 2291 and 3291 as of January 31, 2002 (Exhibit Q).

Copies of S. B. 3139-Administration and S. B. 3140 –Support appropriation recommendations (Exhibit R).

Commission on Proprietary Schools and College Registration

Mr. Danny Seal updated the Board on the activities of the Commission on Proprietary Schools (CPSCR) and College Registration. Currently there are 34 schools at 86 locations under the CPSCR's jurisdiction. At the February 21, 2002, meeting the following actions were taken:

17 new instructor applications were approved.

14 agent applications were approved.

1 new program of study, Surgical Technologist, was approved for Virginia College.

Certificates of Registration were approved for: Initial Annex Approval for Truck Drivers Institute Tupelo, Mississippi and a renewal for H & R Block.

Mr. Seal reported that the new Mississippi Board of Massage Therapy began functioning January 1, 2002. The CPSCR will still register schools of massage therapy but will closely coordinate with the new board that will license therapists. Currently there is one Massage Therapy program of study application pending from Virginia College awaiting action from the new Board.

Mr. Seal also stated that MTA Truck Driving School of Flowood closed on January 14, 2002. The school performed a teach out of all students and made accommodations for records storage. He stated that requests for license application packets continue to be mainly for computer training and truck driver schools. The next scheduled meeting of the CPSCR will be held at 1:00 p.m. on April 18, 2002.

Mr. Seal distributed a register of schools licensed by the CPSCR for the Board's information (Exhibit S).

Consideration to Change the Regular Board Meeting Days

After a discussion, Mrs. Sara Fox made a motion, seconded by Mrs. Joanna Heidel, that the

SBCJC Minutes: February 22, 2002

Board change their regular meeting date from the fourth Friday of each month to the third Friday of each month beginning with the May 2002 meeting. Motion passed unanimously.

Travel Authorizations

Chairman Walker asked for requests to authorize travel reimbursements for events other than regularly scheduled Board meetings. On a motion by Mr. Henry Hudspeth, and a second by Mr. Donald Green, the Board voted unanimously to approve requests for reimbursement of travel expenses for the following:

Mr. George Walker for attending a SWDC meeting on March 13, and the PTK Awards Luncheon on March 19, 2002, both in Jackson, Mississippi.

Travel for any Board member who attends the PTK Awards Luncheon on March 19, 2002.

Mr. Jimmy Murphy for attending an EDNET Board meeting on March 18, 2002.

OTHER BUSINESS

Mrs. Joanna Heidel made a motion, seconded by Mr. Donald Green, that wording on the Application for Employment for the Executive Director's with regard to the requirement of submitting official transcripts be changed to read "official transcript from each institution from which degrees were granted." Motion passed unanimously.

Dr. Ray distributed copies of information on staff reorganization issues to Board members that were unable to attend the February 21, 2002, dinner work session (Exhibit T).

Dr. Ray reported that Dr. Ted Alexander's wife Barbara is not doing well. Mrs. Alexander has been undergoing treatment of cancer. He stated that a card would be sent to her on behalf of the Board and SBCJC staff.

Mr. Walker recognized Mrs. Sara Fox. Mrs. Fox asked that Mrs. Brenda Yonge come forward and presented her with a gift from the Board in recognition of her recent marriage. Mrs. Yonge expressed her appreciation to the Board.

ADJOURNMENT

The meeting adjourned at 11:20 a.m.


George Walker, Chairman


Olon E. Ray, Executive Director